



**BYLAWS**

**GREATER PHOENIX SWING DANCE CLUB  
SEPTEMBER 2022**

# CLUB BYLAWS

GREATER PHOENIX SWING DANCE CLUB, INC.

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## BYLAWS, GUIDES & MANUALS

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## BYLAWS

AS STATED AND AMENDED JULY 17, 2022

### ARTICLE I: PURPOSE

#### Section 1.01

a. The Corporation, hereinafter referred to as the "Club", is a nonprofit organization established to promote West Coast Swing dancing and to provide for its growth and development in the community and elsewhere.

b. The Club's purpose is to:

1. Provide a forum where members can meet regularly to learn, practice, develop, foster, and otherwise enjoy West Coast Swing dancing.
2. Conduct classes to teach West Coast Swing dancing and teach the standards of the dance;
3. Promote the interest, support, and involvement of its members and the public in West Coast Swing dancing.
4. Hold dances, functions, and meetings on a regularly scheduled basis to increase membership and maintain and expand the participation of members;
5. Join with other clubs in exchanging ideas, attending their conventions and functions, fostering inter-club relationships, and encouraging national recognition of swing dancing as a unique American dance form.

## **ARTICLE II: MEMBERS**

The rights, privileges, interests, and benefits of each member shall be equal, except as may otherwise be provided in these Bylaws and in the Rules of the Club.

### **Section 2.01**

The Club shall have five (5) classes of members:

#### **Annual Members**

##### **1. Annual members are:**

Members who have paid their annual dues for a period of one year,

- a. Members who have paid a prorated amount, for any part of a year, as determined by the Board of Directors;
- b. Entitled to be elected officers or nominated members of the Board of Directors;
- c. Entitled to vote in the election for annual officers;
- d. Permitted to attend all Club functions providing the establishment where the function is being held does not impose minimum age restrictions affecting that member.

##### **2. Lifetime Members**

Lifetime members are:

- a. Past presidents who have served their full term of office;
- b. Any person who is recognized by the Board of Directors for their exemplary service and /or exceptional contribution to the Club;
- c. Any member who is 75 years of age with 20 years of continuous membership;
- d. Exempt from annual dues upon completion of a membership form;
- e. Able to vote in the same elections as an annual member, hold office, and serve on any committee.
- f. Still required to pay for weekly club dances or workshops.

##### **3. Junior Members**

Junior Members are:

- a. Members who have paid their annual dues for a period of one year or have paid a prorated amount, for any part of a year, as determined by the Board of Directors;

- b. Eight (8) to seventeen (17) years of age, (Board of Directors reserve the right to request proof of age);
- c. Not entitled to vote or hold office;
- d. Permitted to attend all Club functions providing the establishment where the function is being held does not impose minimum age restrictions affecting that member.

#### **4. 24-Hour Members**

24-Hour Members are:

- a. Members who have paid a one-time admission fee to a Club function, entitling them to participate in that one event only;
- b. Not entitled to hold office or vote on Club matters;
- c. Members who have no other rights or privileges of membership.

#### **5. Family memberships**

Family members are:

- a. **One (1) or two (2) parent(s), who pay full annual membership plus one child's membership. Depending on which family membership is selected and paid for, this may include one (1) or two (2) parent(s) and multiple children.**

#### **Section 2.02**

Members shall not have any personal interest or right in any of the assets of the Club or in the use of its name; neither shall they have any right of any kind to borrow, pledge, commit, hypothecate, or collateralize any of the assets of the Club, nor to make loans or advances of any kind or nature in the name of or reference to the Club.

#### **Section 2.03**

Annual dues shall be determined by the Board of Directors. Such dues shall be non-refundable and will be renewable each year on January 1, except as may otherwise be determined by the Board of Directors.

#### **Section 2.04**

- a. Membership in the Club shall be non-refundable, non-transferable and non-assignable.
- b. No person shall hold more than one membership in the Club at any one time.

#### **Section 2.05**

Membership numbers will be issued to Annual, Lifetime, Junior, and family members. Each family member will receive an individual membership card and number. Laminated membership cards can be issued upon request but are not required for club event entry.

#### **Section 2.06**

Membership in the Club shall terminate on the basis of any one of the following:

- a. Upon receipt by the Board of Directors of the written resignation or renunciation of membership by the member;
- b. Revocation by vote from the Board of Directors;
- c. Failure to pay annual dues.

## **Section 2.07**

Members may be subjected to disciplinary action, including suspension or revocation, arising from their conduct. Such actions are covered in the GUIDE TO DISCIPLINARY ACTIONS published under separate cover.

# **ARTICLE III: MEETINGS**

## **Section 3.01**

### GENERAL:

- a. All meetings held for the purpose of conducting Club business shall be open to members. Meetings shall be announced and held at designated meeting places at times determined by the Board of Directors, or as otherwise provided in these Bylaws.
- b. Minutes will be prepared for all meetings and shall identify by name and title, attending Board members and indicate the total number of members present.
- c. Meetings shall be governed by the currently accepted parliamentary procedures, as determined by the Board of Directors, insofar as such rules are not inconsistent or in conflict with these Bylaws, the Articles of Incorporation, or with the ordinances or laws of the City, County, State or Federal government.
- d. Neither cumulative voting nor voting by proxy shall be permitted. Each member shall have one (1) vote.

## **Section 3.02**

### CLUB OFFICER NOMINATION MEETING:

A Nomination Meeting of club members shall be held no later than May 1st of each year for the purpose of nominating the officers for the subsequent year. The date, time, and place of the meeting shall be determined by the Board of Directors and notice given to the members at least seven (7) days prior to the meeting.

## **Section 3.03**

### MEMBERSHIP ANNUAL MEETING:

- a. An Annual Meeting of club members shall be held no later than the third week in July for the purpose of electing officers for the subsequent year. The date, time, and place of the meeting shall be determined by the Board of Directors and notice given to the members at least seven (7) days prior to the meeting.
- b. Nominations may be made from the floor at the Annual Meeting and provisions will be made for write-in candidates on the ballot.
- c. Other business, which may be introduced by members at the Annual Meetings may be transacted at that meeting only as determined by the President.
- d. Twenty percent (20%) of the annual membership of the Club shall constitute a quorum and no business shall be transacted at the meeting in the absence of a quorum.

## **Section 3.04**

### MEMBERSHIP SPECIAL MEETINGS:

- a. Special Meetings of the membership shall be convened as necessary by resolution of the Board of Directors or upon a petition from members. For a petition to be valid, signatures on the petition must be those of annual members and must be twenty percent (20%) or more of total annual members as of the last day of the month preceding the month in which the request is made to the President.
- b. Special Meetings shall be held at such times and places as determined by the Board of
- c. Directors. However, Special Meetings petitioned by members shall take place no later than the second week in the month following the month in which the petition was submitted.
- d. Twenty percent (20%) of the annual membership of the Club shall constitute a quorum and no business shall be transacted at this meeting in the absence of a quorum.

### **Section 3.05**

#### BOARD OF DIRECTORS MEETINGS:

##### a. ORGANIZATIONAL MEETING:

The first meeting of the newly elected members of the Board of Directors shall be a closed meeting until after ratification of the President's Nominated Directors.

##### b. REGULAR MEETINGS:

- I. I. Regular meetings of the Board of Directors shall be held at times and places determined by the President and/or the Board of Directors.
- II. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at regular meetings.
- III. Approval of any policy, motion, or proposition placed before the Board shall require a simple majority of those present at the meeting, provided a quorum is present, or unless otherwise specified in these Bylaws.
- IV. A Board member, whose absence has been excused, shall be authorized to cast a valid vote on a specific matter which has been previously brought before and discussed by the Board, absentee member may only make notification of such a vote in writing through another Board member.

##### c. SPECIAL MEETINGS:

- I. Special meetings of the Board of Directors may be requested by any two (2) Directors and such meetings shall be held at a time and place designated by those requesting the meeting. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at such meetings.
- II. Minutes of the Special meeting shall be submitted at the next regular Board of Directors meeting.

### **Section 3.06**

#### NOTIFICATION OF MEETINGS:

- a. Notice of the time and place of all Board of Directors meetings, which members may attend, shall be made in at least seven (7) days prior to the meeting. Notice of meetings will be published in the Club weekly email blast.
- b. The only exception to the above requirement applies to special meetings of the Board of Directors. These may be held without notification to the membership and there is no time requirement with respect to notifying members of the Board of Directors.

- c. Notice of meetings shall specify the date, time and the place of the meeting. In addition, the Membership Special Meeting notice shall indicate the general nature of the business to be transacted, and the Annual Meeting notice shall include the names of persons nominated at the Nomination Meeting.

## ARTICLE IV: ELECTION OF OFFICERS

### Section 4.01

- a. Officers of the Club must be annual members.
- b. No person may run for the office of President unless that person has been an annual member for two (2) consecutive years immediately prior to the July election and has served on the Board of Directors for one (1) year. However, if there is not a qualified candidate for the office of President according to this section, the remedy will be that the prospective candidate may submit an appeal to the Board of Directors seeking an exception.
- c. There are no term limits to any officers of the board.
- d. All candidates for office and Officers shall be Arizona residents. This residency is required at nomination and for the duration of the term of office. If a Board member moves out of state, that Board member shall be replaced according to the procedures defined in the Bylaws.

### Section 4.02

Officers shall be elected annually, and each shall hold office for one (1) year from August 1st to July 31st or until removal, resignation, incapacitation, or death.

### Section 4.03

Nominating, voting, and balloting requirements and procedures are contained in THE GUIDE TO ELECTION OF OFFICERS.

## ARTICLE V: BOARD OF DIRECTORS

### Section 5.01

a. Elected Officers and Directors of the Club shall collectively be known as the Board of Directors. They shall be as follows:

<b>Elected Officers</b>	<b>Nominated Directors</b>	<b>Ad Hoc Director</b>
1. President	8. Publicity Director	13. Immediate Past
2. Vice President	9. Dance Director	President
3. Treasurer	10. Music Director	
4. Corporate Secretary	11. Web Manager	
5. Membership Secretary	12. Convention Committee	
6. Hospitality Director		
7. Sergeant at Arms		

- b. Directors for the positions of Publicity, Dance, and Music shall be nominated by the President for approval by the Elected Officers. A majority vote of a quorum of the Elected Officers is required for confirmation of the nominee as the director. Nominated Directors must be annual members.
- c. The Immediate Past President, at his/her request, and with the approval of the Board of Directors, may serve as an Ad Hoc Director for a period of one (1) year following his/her tenure as President.
- d. The Convention Committee was formed in 2017 by a vote of the Board of Directors. It consisted of 4-5 members. The duties of this committee are only for the convention. **The committee members have no vote on the Board** unless they were elected to a position on the board. This is separate from the Committee.

### Section 5.02

- a. Directors shall regulate, administer, conduct, operate, and run the Club on a day-today basis. The Directors' obligations, responsibilities, and duties are fiduciary in nature, intent, and scope.
- b. Duties of the Board of Directors include certain exclusive responsibilities, which cannot be delegated. These are:
  1. Amendments to these Bylaws;
  2. Establishment and regulation of membership fees, raffles, meetings, contests, door prizes, functions, and entrance fees thereto and charges for guests.
  3. The management, accountability, and control of the Club's tangible and intangible assets for the benefit of the membership.
  4. Adding to or reducing the number of elected and/or nominated officers and directors.
  5. The timely and accurate submission of statutory reports, returns, and filings to meet Federal and State requirements.
  6. Adopting, amending, modifying, organizing, and managing the various guides and manuals of the Club as listed below:
    - Guide to the Election of Officers
    - Guide to Disciplinary Actions
    - Treasurer's Manual
    - Job Description Guidelines
    - Club Rules
    - Contest Rules
    - Any other guides and/or manuals which may be added
  7. Publicly conducting themselves in such a manner as to reflect positively upon the Club and its reputation.

### Section 5.03

- a. Board of Directors shall exercise full and final authority in the management of the Club's business assets, investments, finances, equipment, and properties in the name of the general membership. No decision of the Board of Directors or any provision of these Bylaws shall in any way mitigate, detract from, or reduce that authority.



- b. A Director shall perform his/her duties in a manner to be in the best interest of the Club. In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:
  - 1. One (1) or more Officers, employees or a committee of the Club that the Director believes to be reliable and competent in the matters presented;
  - 2. Counsel, independent accountants, or other persons as to matters which the Director believes to be within such persons professional or expert competence.

#### **Section 5.04**

- a. Notwithstanding anything herein to the contrary, any person who serves on the Board of Directors of the Club shall be immune from civil liability and shall not be subject to legal action or suit directly or by way of contribution for any act or omission resulting in damage or injury to any person or thing, if such person was acting within the scope of his/her official capacity. In such an event, the Club, not the person, shall assume any liability arising there from. However, if such damage or injury was caused by the willful, wanton, or grossly negligent conduct of an Officer or Director and damage or injury established, then the person, not the Club, shall assume the liability;
- b. Official capacity as used in this section is any decision, act, or event undertaken by the Club in furtherance of the purpose for which the Club was organized;
- c. The foregoing provisions do not eliminate or limit the liability of an Officer or Director for any of the following:
  - 1. Any of the breaches mentioned elsewhere in these Bylaws.
  - 2. Acts or omissions which involve intentional misconduct or a knowing violation of the law;
  - 3. Acts involving criminal activity.

#### **Section 5.05**

- a. A self-dealing transaction is one to which the Club is a party and in which one or more of the Directors has a material financial interest of a transaction between this Club and any person (other than a nonprofit corporation, tax exempt under Internal Revenue Code Section 501 (c) 7) in which one or more of the Directors is a Director or between this Club and any person in which one or more of its Directors has a material financial interest.
- b. The Board of Directors may approve a self-dealing transaction with a Director if the Board determines that the transaction is in the best interest and is fair and reasonable to the Club and, after reasonable investigation, determines that the Club could not have obtained a more advantageous arrangement with reasonable effort under the circumstances. Such determinations must be made by the Board, with knowledge of the material facts concerning the transactions and the Director's interest in the transaction. The transaction shall be approved without counting the vote of the interested Director or Directors.

#### **Section 5.06**

- a. Vacancies that occur on the board, other than the office of President, shall be filled by the President through the nomination of an annual member and approved by a majority of the Board of Directors.
- b. The office of the President can only be held by a member holding office by election. If the office of the President becomes vacant, then the order of succession shall be as follows:
  - Vice President
  - Treasurer
  - Corporate Secretary
  - Membership Secretary
  - Hospitality Director
  - Sergeant at Arms/Parliamentarian

#### **Section 5.07**

- a. Members of the Board of Directors who communicate in any way with third parties of any kind, and who, because of the nature of their position on the Board, purport to speak for or on behalf of the Club on any matter whatsoever where a commitment or obligation may be inferred or stipulated, must have the prior approval of the Board of
- b. Directors.
- c. This section does not preclude routine requests or queries for information, providing the nature of the communication does not involve commitment or obligation of any kind on the part of the Club.
- d. A copy of any written communication arising from the above activities shall be provided to the Corporate Secretary for Club files.

#### **Section 5.08**

Members of the Board of Directors are expected to attend all meetings. They are required to notify the President or Corporate Secretary if they are unable to attend a meeting. A simple majority vote of the Board of Directors shall determine whether or not absences are excused or unexcused. The Corporate Secretary shall report on absences at each Board meeting. Unexcused absences from three (3) meetings shall mean automatic removal from the Board of Directors and from all other responsibilities.

#### **Section 5.09**

Members of the Board of Directors may be subject to disciplinary action including suspension or revocation arising from their conduct. Such actions are covered in the GUIDE TO DISCIPLINARY ACTIONS published under separate cover.

## **ARTICLE VI: CORPORATION FUNDS**

#### **Section 6.01**

- a. All funds received by the Club shall be deposited in an account at a Federally Insured Bank and/or Savings and Loan Institution as specified in the Treasurer's Manual or as may otherwise be authorized by the Board of Directors. The funds in these accounts are designated General Funds.

- b. A General Fund and a Reserve Fund may be established. The General Fund is to be used for normal operating purposes and may consist of a regular checking account and a regular savings account. The Reserve Fund is to be used to establish special funds and/or to maximize the return on funds through judicious investments. (See Treasurer's Manual).
- c. Special funds may be created by the Board of Directors to provide for approved capital items or major projects approved by the Board of Directors.

#### **Section 6.02**

- a. Monies in the General Fund should not exceed three (3) times the monthly expenses of the Club. All monies in excess of this amount will be designated Reserve Funds.

#### **Section 6.03**

Club funds shall not be donated, expended, contributed, or given to charities of any kind, except as provided otherwise by the Articles of Incorporation or these Bylaws.

## **ARTICLE VII: MISCELLANEOUS PROVISIONS**

#### **Section 7.01**

- a. Members may be reimbursed for incidental expenses incurred in the performance of their services where such expenses were incurred exclusively on the Club's behalf and interest. Receipts to be provided.
- b. Advances, draws or prepayments for work or services to be performed and expenses are not permitted unless otherwise approved by the Board of Directors.
- c. Payment for work and services performed or for expenses incurred will be made as provided for in the TREASURER'S MANUAL.

#### **Section 7.02**

- a. Members who perform business, professional, or technical services on behalf of or for the Club may do so with compensation, subject to the approval of the Board of Directors.

#### **Section 7.03**

- a. Members of the Club and third parties shall not use any of the Club's assets, funds, equipment, properties, Club name, or membership rolls to produce, promote, advertise, or otherwise seek personal, commercial, or financial advantage. Nor shall any religious, racial, political, scientific, trade union, or commercial doctrine or philosophy be advertised, announced, promoted, or otherwise publicly or privately be advocated or endorsed at Club functions.
- b. Exceptions shall be approved in advance by the Board of Directors and shall not be in violation of any law, the Articles of Incorporation, these Bylaws, Club Rules, or manuals. Specific exceptions include but are not limited to:
- c. Written advertising that may be published on the website, email blasts, Facebook, brochures, or other written material.
- d. Club assets, equipment, or properties used by members and/or nonmembers at Club functions.

- e. Discounts offered for club members to other dance events, merchandise, workshops, etc. and related advertisements
- f. Fees for the use of any assets, equipment, or properties may be assessed as determined by the Board of Directors.

**Section 7.04**

The Club is a non-aligned, unaffiliated, non-religious, non-racial, non-commercial and non-charitable organization.

**Section 7.05**

These Bylaws will require amendment from time to time. Amendments shall require approval by a majority of the entire Board of Directors. A quorum is required to pass any changes to the bylaws by the members.

Prior to voting by the Board of Directors, notice of the proposed amendment(s) shall be made to members through publication on the website and the email-at least three (3) weeks before the meeting when the amendment(s) will be voted upon. Voting is allowed by email response and will be verified.

Announcements will also be made at the regular Friday dances prior to the vote. Annual members shall be permitted to provide input at said meeting.

These Bylaws will be supplemented by directives, such as Club Rules, regulations, guides and manuals, which shall be issued and updated from time to time by the Board of Directors. These directives are intended to amplify and expand financial, operating, administrative, and policy procedures in order to help ensure implementation of the Bylaws. They shall have the same force and authority of the Bylaws. However, if they contradict, counteract, contravene, or are in conflict with the Articles of Incorporation or these Bylaws, then the Articles of Incorporation or Bylaws will prevail.

**RECITALS**

These revised and amended Bylaws adopted by the Board of Directors on July 17, 20221 supersede and replace in their entirety all prior Bylaws of the Greater Phoenix Swing Dance Club, Inc.

By: \_\_\_\_\_  
Name: Tina French  
President

Attest:  
September 17, 2022

By: \_\_\_\_\_  
Deborah Wear,  
Corporate Secretary

## **GREATER PHOENIX SWING DANCE CLUB, INC.**

# **GUIDE TO ELECTION OF OFFICERS**

As stated, and amended July 17, 20221

This Guide is intended to complement the Bylaws. It indicates an acceptable standard of conduct and behavior and explains certain information and procedures. It has the same status and authority as the Bylaws, and any anomalies or inconsistencies are unintentional, and the Bylaws are always the final authority.

### **Nomination Committee**

#### **Section 1.00**

- A. The President shall appoint a Nominating Committee of three (3) annual members not running for office, at least four (4) weeks before the Nomination Meeting, with the approval of the Board of Directors. The Nomination Meeting is to be held no later than May 1st.
- B. Members of the Nomination Committee will select their own Chairman, who will ensure an announcement advising members of their identities and their readiness to accept nominations will be published in the Club's email blast and announced at Club functions. These announcements will clearly indicate which positions are open to election.
- C. Any member of the Committee will accept names for nomination from annual members.
- D. At the Nomination Meeting, the Committee will submit the names of the candidates nominated for election. Nominations will also be accepted from the floor at that time. A member must second all nominations.
- E. Members nominated will have to be verified and qualified by the Membership Secretary to be elected for the particular office concerned.
- F. If, in the interim between the Nomination Meeting and the Annual Meeting, any nominee is unable, for any reason, to serve in the position for which he/she was nominated, and for which position there is no nominee, the ballot may still be conducted for the remaining offices following the schedule outlined herein. When a nominee(s) is found for the office, members will be advised on the website and/or email blast. The Nominating Committee can also submit, at the Annual Meeting, the names of additional nominees for that position.

### **Ballot Committee**

#### **Section 2.00**

- A. Immediately after the Nomination Meeting, the President, with the approval of the Board, will appoint a Ballot Committee to consist of at least three (3) members who have not been nominated for office. The Ballot Committee will select its own Chairman and:
  - a. Shall prepare a ballot in suitable form listing all the nominees approved by the Membership Secretary, submitted from the Nomination Meeting. Each office shall include space for write-in candidates.
  - b. May invite candidates to submit an informational sketch (not to exceed 250 words) which will be published in the email blast, website and Facebook.

- c. Have ballots available on request to permit absentee voting.
- d. Ensure that anonymity of voting is preserved, and proper control of member numbers and ballots is maintained at all times.
- B. Members entitled to vote shall be those persons who have paid their annual membership dues and have been paid members for at least one (1) month prior to the date of the Nomination Meeting. The Membership Secretary shall provide a list of such members to the Ballot Committee immediately after the Nomination Meeting.
- C. Members qualified to vote, but unable to attend the Annual Meeting, are entitled to an absentee ballot upon request to the Ballot Committee.
- D. Each absentee ballot:
- E. May be returned by mail or given to any member of the ballot committee.
- F. Will indicate on the absentee ballot the latest date the absentee ballot must be postmarked to be valid.
- G. Have the following advisory in large prominent print worded as follows:

**Caution: This is your official registered ballot. To vote, you must either:**

- a. **Mail this completed ballot to the indicated address by the indicated postmark deadline; or**
- b. **Personally bring this ballot to the Annual Meeting.**

**This is your only ballot. If you forget to mail it or forget to bring it to the Annual Meeting, you will not be able to vote in this election.**

## **Ballot Procedures**

### **Section 3.00**

- A. The Ballot Committee shall conduct the election of Officers by:
  - 1. Establishing that a quorum is present, including the online/absentee ballots.
  - 2. Providing ballots at the meeting to members qualified to vote.
  - 3. Ensuring that voting takes place in a proper and organized manner.
  - 4. Counting and verifying the votes cast together with any absentee ballots received.
  - 5. Finding that a simple majority of the valid votes cast for each office shall indicate the winner.
- a. Write-in votes are permitted; however, if the person written in receives a majority of the votes for the office but is not qualified to stand for office, then that person will be disqualified, and the votes cast for him/her rendered invalid, unless otherwise specified in the Bylaws.
- b. The Chairman of the Ballot Committee shall announce the results of the election before the Annual Meeting is adjourned. The Chairman shall retain all ballots until the first regular meeting of the new Board. The Chairman will then submit a report showing the tally to the Board of Directors and upon a majority vote to accept the report. The Chairman will then destroy all ballots.
- c. D. Tie votes between candidates shall be decided at a Special Meeting called by the Board within one (1) month after the Annual Meeting, unless the tied candidates agree among themselves that one shall retire before the Special Meeting is held. The same ballot procedures as for the Annual Meeting will be followed to resolve the tie.

- d. E. In the event there are no nominees for a particular office, the ballot may still be conducted for the remaining offices following the schedule outlined herein. When a nominee(s) is found for the office, then a Special Meeting will be called and the same ballot procedures as for the Annual Meeting will be followed to conduct the election.

**Greater Phoenix Swing Dance Club, Inc.**

## **GUIDE TO DISCIPLINARY ACTION**

As stated, and amended July 17, 20221

This Guide is intended to complement the Bylaws. It indicates an acceptable standard of conduct and behavior and explains certain information and procedures. It has the same status and authority as the Bylaws and any anomalies or inconsistencies are unintentional and the Bylaws are always the final authority.

### **Section: 1.01 -- Causes for Disciplinary Action**

Membership in the Club may be suspended or revoked for any of the following reasons:

1. Any outrageous behavior or otherwise grossly inappropriate, offensive, or unseemly conduct at any Club function.
2. Harassment of or any actions detrimental to the best interest, standing, or reputation of the Club or any Club member.
3. Serious infractions or violations of Club's Bylaws or Rules.
4. Any communication, information, or dissemination of information which is derogatory in nature and not in the best interest of the Club, to include: internet postings, e-mails, phone calls, and writings, etc.

The Board of Directors has the authority to invoke a temporary probation or suspension of membership until a resolution is reached.

### **Section 1.02 — Filing a Complaint**

1. Member(s) must file a written complaint listing allegations against another member(s).
2. The complaint must be presented to the Sgt. at Arms. If the Sgt. at Arms is the accused, then the President will receive all communications.
3. The complaint must state the specific allegations and contain the following information:
  1. Date or dates of the infraction(s);
  2. Time(s) and location(s);
  3. Exact nature of the infraction(s);
  4. Witnesses (if any);
5. Production of evidential support, i.e., letters, pictures, etc.

### **Section 1.03 — Notification of Complaint**

Any member(s) against whom a complaint is filed will receive the following:

1. Accused member(s) will receive a copy of the written complaint with the allegations(s) within two (2) weeks.

2. Accused member(s) may respond to the allegation(s) in the complaint. The answer must be in writing, and the original must be delivered to the Sgt. at Arms within a period of two (2) weeks from the date of receipt.

#### **Section 1.04 — Investigation**

Once the Sgt. at Arms has the complaint and response, as submitted, the Sgt. at Arms will investigate the allegations and submit a written report to the Board within thirty (30) days from the original complaint. The report must contain:

1. The exact nature of the allegations and response.
2. Any evidence and/or statement pertaining to the complaint.
3. If the accused member refuses to render a written statement or participate in any interview, it shall be so stated in the Sgt. at Arms' report.
4. Specific findings as determined by the Sgt. at Arms.
5. Recommendation to the Board of action or actions to be taken, if any.

#### **Section 1.05 — Disciplinary Actions for Consideration**

1. The Board will deliberate on the report relating to the allegations. There are five (5) possible actions:
  - a. Dismissal of the allegations.
  - b. A written warning to the member to cease and desist and refrain from future misconduct. A probationary period may be invoked by the Board of Directors.
  - c. Initiation of more detailed investigation by the Board within thirty (30) days of the creation of the original written report (up to 60 days post complaint).
  - d. Suspension of the guilty member.
  - e. A suspension of membership shall not exceed a six (6) month period.
  - f. Revocation of membership.
    - a. A revocation of membership shall require a two-thirds (2/3) vote of the Board of Directors.
    - b. Once an individual has their membership revoked, it shall require the following steps to rejoin:
      - i. Submission of application.
      - ii. An appearance before the Board of Directors.
      - iii. A two-thirds (2/3) vote of approval by the Board of Directors.
  - g. During a suspension or revocation of an individual's membership, the individual may not participate at or attend any Club function.
  - h. If your membership is revoked, for any reason or period of time, you are ineligible to hold office, be nominated for any Board of Directors position, or participate on any Club committee without current Board approval.

A summary of the final results of any disciplinary action shall be included in Board minutes and both parties shall receive a copy of the outcome of the report.

#### **Section 1.06 — Dismissal of a Board Member**

All Board of Directors have a fiduciary duty to the Club and are required to adhere to a higher standard of conduct and behavior because of the trust and authority inherent to their position.



1. If the Board deems it necessary to remove an officer, a two-thirds (2/3) vote of the full Board of Directors is required. If the Board of Directors decides to remove an elected officer from office, it shall call a Special Meeting of the membership. A simple majority vote of those present at the meeting shall decide whether the elected officer will be removed or retained, provided a quorum is present at the Special Meeting as per the Bylaws.
2. If the Board deems it necessary to remove an appointed director a simple majority vote of the Board of Directors is required.
3. Members will receive notification through the Club's website, email blast and/or Facebook of any changes in officers or directors.
4. Officers and directors are expected to attend all Board meetings. If they cannot attend, they are required to notify the President or Corporate Secretary. All absences will be reflected in the minutes whether excused or unexcused. Three (3) unexcused absences from Board meetings shall mean automatic dismissal from the Board of Directors.
5. Any officer or director who fails to pay annual dues will automatically be dismissed from office. In addition, they will have their membership terminated.

#### **Section 1.07— Removal from a Function**

A member or members may be asked to leave a particular Club function when they exhibit outrageous conduct at that function. Agreement of three (3) officers/directors at the function is required to ask the member to leave. Outrageous behavior is defined as being drunk, disorderly, and obnoxious in behavior and expression, interference with the rights of others to dance, or other overt behavior likely to offend the sensibilities and propriety of members. This action is applicable and effective for that function only. If any member of the Club wishes to take additional action against that member, then further action may be pursued under the provisions of Guide to Disciplinary Action, Section 1.01.

#### **Greater Phoenix Swing Dance Club, Inc.**

## **TREASURER'S MANUAL**

**As amended and stated July 17, 20221**

The accounting package used shall be Quick Books Pro which contains a full accounting system. Important Principles:

1. All disbursements must be backed up and accompanied by a receipt or invoice and maintained with the bottom portion of the voucher check.
2. All deposits must be made into a federally insured institution within five (5) working days after funds are received.
3. Any checks written on any account of the Club may be signed by the President, Vice President or Treasurer.
4. All files pertaining to the office of the Treasurer shall be turned over to the incoming Treasurer at the end of the presiding Treasurer's completed term of office. In the absence of a current successor, then they shall be turned over to the currently presiding President. These items shall include, but not be limited to, the computer and other related hardware belonging to the Club for the use of the Treasurer.

5. Bank statements must be reconciled through Quick Books no later than the next regularly scheduled Board Meeting. The Quick Books reconciliation report must be attached to and become a part of the reconciled bank statement and the reconciled bank statement initialed by the President on or before the next regularly scheduled Board Meeting before being filed for review at the end of the fiscal year.
6. Any anomalies, differences, shortages, or overages, regarding funds, investments, receipts or disbursements, regardless of kind or amount, must be reported to the Board at the next board meeting, or if fraud or mismanagement is suspected, to the President and an Emergency Meeting of the Board of Directors called. (Section 3.05 of the Bylaws)
7. It shall be the responsibility of the Treasurer to maintain a general checking account balance sufficient to cover three (3) times the monthly expenses of the Club. When the balance exceeds \$20,000.00, the excess should be transferred into the savings account to earn interest until it is needed again at which time it will be transferred back into the general checking account. The transfer will take place in Quick Books as well as the online banking feature as provided by the banking institution.
8. Personal checks tendered for admission must not exceed \$400.00. Checks must bear name, address, and telephone number, together with member number.
9. Statutory reports pertaining to the Club shall be filed in a timely fashion. They shall be prepared and submitted by the Treasurer or the Club's CPA at the end of the fiscal year. Those reports generally prepared by the Treasurer can include, but are not limited to, the ASCAP reports, The Arizona Corporation Commission Annual Report, quarterly reporting to the payroll processing company, if one is being used, and any licensing requests or permits required for the Annual Fourth of July Convention.
10. A Balance Sheet and Profit & Loss Statement shall be prepared and distributed to each board member for review at the regularly scheduled board of Directors meeting. Quick Reports, which break out separate functions, may be prepared from time to time to show progress on individual functions of the Club as they may occur.
11. The door attendant at any function where registration or entrance fees are required is under the supervision of the Treasurer. The door attendant will complete the reconciliation and cash sheet for the event. It will be verified by the Treasurer, and both will sign the reconciliation sheet. It is expected that there will be a minimum of over/under balancing discrepancies, and whether or not to report this to the Board of Directors will be at the discretion of the Treasurer.
12. Whether to operate from a formal budget or from zero-based budgeting shall be at the discretion of the Board. If a formal budget is adopted, then the President and the Treasurer shall prepare the budget within the function of Quick Books. If a formal budget is adopted, then the budget to actual profit and loss statement will be selected and presented to the Board together with other required Quick Book reports.

### **CASH RECONCILIATION FORM A**

This form must be completed by the Treasurer, or designated appointee, for most functions held by the Club. The form not only records receipts and disbursements made during the function but serves as a posting document to Quick Books.

The following must appear on the form:

- a. The function must be properly identified.

- b. The form must be dated.
- c. A number of different kinds of receipts and disbursements are identified on the form. Receipts and disbursements other than these will be reported in the OTHER sections on the form.

## **RECEIPTS**

MEMBERS CONTRIBUTIONS line. This line shows receipts from members who paid to attend the function. The backup for this line will be the SIGN-IN SHEET (Form A2) members are required to sign when attending the function.

The number of paying members will be entered in the NUM column. The amount charged each member will be entered in the AMOUNT column. The TOTAL column will be the NUM column times the AMOUNT column.

The total must equal the total shown on the Form A2.

Visitors from other swing clubs who produce a valid membership card from their Club are entitled to enter regular functions at the same cost as for members. "Regular functions" will be determined by the President.

24 HOUR MEMBER line. Non—members attending functions are required to sign in on a 24 Hour Member sign-in sheet (Form A31) Such non-members are required to pay the stated entrance fee.

Form A3 will be the backup for entries on the 24 HOUR MEMBER line. In the NUM column, place the number of non—members who have paid the entrance fee. In the AMOUNT column place the amount charged each nonmember. The TOTAL column the NUM column multiplied by the AMOUNT column. The total must equal the total on Form A3.

BIRTHDAY ENTRANTS line. Paid up members attending a Friday night club function during the month of their birthday are entitled to one free visit during the month. The member must present his/her membership card to the door attendant and/or sign in on Form A4. A monthly birthday list will be provided to the door attendant for verification.

Only the NUM column must be completed on the line. There is no backup for this entry.

PASSES line. Passes are valid only for non-members of the Club. The door attendant will be kept informed of the current rules of acceptability i.e., passes cannot be used for certain functions and repeated use of passes is not authorized.

These passes will be the backup for the line. Complete only the NUM column.

OTHER lines. These lines will be used to describe other kinds of receipts taken at a function. Some examples are: sale of Club T-shirts, jackets, and other Club merchandise.

The NUM, AMOUNT and TOTAL columns be entered.

RECEIPTS TOTAL line. This line will show the totals for the NUM and TOTAL columns.

MEMBERSHIP DUES, Form B. This form shows the amount collected from:

- a. New members joining the Club at the function, or

b. Current members paying upcoming year or current year's annual dues.

The backup for this form is a copy of the New Member Application form or a copy of the Membership Renewal form.

The NUM, AMOUNT and TOTAL columns need to be completed. Funds received from this source must equal the amount shown in the total column.

RAFFLE line. Raffle tickets may be sold during a function and a drawing held. At present, merchandise and/or money are given as prizes.

If cash is given to winners winning the raffles, it will be half of the total collected with the remaining going to the Club. At the Board's discretion, and depending upon the amount of money available, this other half may be divided and/or given away.

This procedure will be followed for all functions where cash of any nature is given to participants for any purpose.

Enter the amount received in the OTHER column.

### **DISBURSEMENTS**

MEMBER'S DRAWING line. This line is used when a Member's Drawing is held at the Friday night dance. To win the Member's Drawing, the member whose name and number are called must be present to win. If the drawing is not won in a particular week the \$10.00 is carried forward and added to the following week's drawing. This accumulation process will continue until there is finally a winner, at which point the procedure recommences. Member Drawings are held at the discretion of the Board of Directors.

DOOR ATTENDANT line. This line is used if a payment is made to a door attendant at a function. The entry for the amount is made in the TOTAL column.

OTHER lines. These lines will be used to describe other kinds of authorized payments made at a function, i.e., purchase of drinks, private lessons, etc. for raffle winners

TOTAL DISBURSEMENTS line. This line will show the total of the TOTAL column for disbursements.

OVER/UNDER line. This line is the difference between the TOTAL RECEIPTS column and the TOTAL DISBURSEMENTS column.

PREPARED BY line. This line is to be signed by the Treasurer and door attendant or person preparing the form and certifying its accuracy.

All receipt and payment voucher, passes, etc., will be clipped to Form A, which will serve as the posting document.

### **BANK ACCOUNT AND DEPOSITS**

An interest-bearing account will be opened at a federally insured bank or savings and loan association approved by the president. Signatories on the account shall be President, Vice President, and Treasurer.

All receipts must be deposited within five (5) working days after funds are received. Deposit slips will be retained as backup.

## **GENERAL JOURNAL**

Journal entries and adjustment entries are made at the closing of the books only by the CPA previously approved by the Board of Directors.

## **ANNUAL FOURTH OF JULY CONVENTION**

If the Club is running the Fourth of July Convention, the Treasurer will conduct spot checks periodically during the lead-up time to the convention as to status and accuracy and will report on the status of sales, etc., at a meeting of the Board of Directors.

The Treasurer has responsibility for the collection and use of these funds and the responsibility for processing the credit card charges.

## **ANNUAL AUDIT**

An annual review shall take place within two (2) months following the installation of the new Board of Directors. The Treasurer is required to appoint either a CPA or review committee which must be approved by the Board. For purposes of economy; a review committee will be composed of members of the Club, with a person designated as Chairperson, and said committee will be responsible for conducting the review. A current board member may not be on this committee.

A formal audit professionally conducted by a CPA firm qualified to audit non-profit associations will be completed at the expense of the Club. This audit shall take place if and when the review committee is unable to verify and reconcile the books to their satisfaction or when the Board of Directors so chooses.

After completion of the review/audit, the auditor/chairperson will submit a report to the Treasurer. After review, the Treasurer will submit the report to the incoming Board.

The audit report should, in part, cover and include reference to:

- a. Verification of bank balances and reconciliation reports.
- b. Compliance and accurate submission of Arizona Corporation Commission Annual Report, IRS Form 990 and W3 Transmittal and 1099's.
- c. Compliance with provisions of the Treasurer's operating manual.

## **Greater Phoenix Swing Dance Club**

# **JOB DESCRIPTION MANUAL**

**As stated, and amended July 17, 2021**

This Manual has the same status and authority as the Bylaws. The following Job Descriptions are intended to delineate the duties, responsibilities and functions of the Officers and Directors of the Club, and act as a guide for compliance. They may be modified, changed, revised or amended by the Board of Directors.

- 1. President**
- 2. Vice President**

3. **Treasurer**
4. **Corporate Secretary**
5. **Membership Secretary**
6. **Hospitality Director**
7. **Sergeant-at-Arms/Parliamentarian**
8. **Dance Director**
9. **Music Director**
10. **Public Relations**
11. **Web Master/Media Manager**
12. **Convention Committee**
13. **Ad Hoc Director (Past President)**

1. The **President** shall:

- a. Be an elected Officer and a Director of the Club.
- b. Be charged with the overall management, supervision, direction, execution, control, accountability and administration of all Club functions, policies, rules and activities.
- c. Presides over all meetings and appoints, eliminates, or discharges committees as he/she deems necessary. Acts as an ex-officio member of all committees.
- d. Supervise and direct the activities of all other members of the Board of Directors. He/she is authorized to delegate authority to accomplish his/her responsibilities and assist in the conduct, execution and performance of the office, except as such delegation may be restricted in the Bylaws or this Job Description Manual. Such delegation may be to any member of the Club and not necessarily a member of the Board of Directors. However, the President will not delegate the signing of contracts or entering into commitments involving the expenditure, investment or transfer of Club funds without the approval of the Board of Directors by majority vote when a quorum is present.
- e. Authorize, monitor and control all communications to and from the Club, except as may otherwise be indicated in the Bylaws or this Job Description Manual;
- f. Be a signatory on all bank accounts.
- g. Submit nominations for Dance Director, Music Director, and Public Relations
- h. Director for approval by the elected officers after August 1st but no later than the first regular board meeting. If no name (s) is submitted or approved at this meeting at the next meeting any names submitted shall be voted on by the total Board of Directors.
- i. Attend a minimum of 24 club dances/events per year
- j. Have the authority to expend funds for Club purposes, subject to applicable provisions of the Bylaws.

2. The **Vice President** shall:

- a. Be an elected Officer and a Director of the Club.
- b. Assist the President and other members of the Board of Directors in the performance of their duties, when requested by the President to do so.
- c. Assume the office of President, if holding office by election, in the event that office is officially or temporarily vacated, for whatever reason. He/she must meet the criteria to hold the office of President as stated in the Bylaws in Article IV, The Guide to the Election of Officers. If criteria is not met a Special election will be held

for the office of president within sixty (60) days. The Vice President will temporarily hold office until said election takes place.

- d. Be responsible for the safekeeping of all club equipment including club binders, computers, and records, other than audio and music equipment and music recording libraries, which are the responsibility of the Music Director. An inventory listing shall be maintained of this equipment and each newly elected incumbent shall verify and sign to assume responsibility.
- e. Act as ex-officio member on all committees when asked by the President.
- f. Have authority to expend funds for Club purposes, subject to applicable provisions of the Bylaws.
- g. Attend a minimum of 24 club dances/events per year
- h. Be a signatory on all bank accounts.

**3. The Treasurer shall:**

- a. Be an elected Officer and a Director of the Club.
- b. Be accountable for all Club funds, and responsible for the management and control of all receipts and disbursements. The Treasurer's fiduciary and financial accountability regarding Club funds cannot be delegated; however, the administration, operation, and mechanical functions of collecting funds, safeguarding and disbursing them, to include directly related activities, can be delegated at the Treasurer's discretion, providing always that he/she retains accountability control.
- c. Be responsible for operations of the front door at weekly dances. This includes staffing and resolving possible problems with accountability.
- d. Comply with the requirements of the Treasurers Manual.
- e. Comply with the provisions of Section 7 (Miscellaneous Provisions) of the Bylaws.
- f. Prepare quarterly financial reports for publication in the eblast and/or Newsletter.
- g. Invest Club funds upon instruction from the Board of Directors, subject to the provisions of the Bylaws.
- h. Arrange for a review of all Club financial records and transactions by a Certified Public Accountant or Review Committee selected from members. The Board of Directors shall approve the Auditor or Committee who shall arrange the audit/review with the outgoing Treasurer as soon as possible after the end of term for the outgoing Board of Directors. The review period shall be from August 1st to July 31st. The report shall be submitted by the Auditor or committee to the incoming Board of Directors within two (2) months after the Board takes office.
- i. Prepare those filings and reports required by Federal and State agencies for the
  - i. President's signature.
- j. Ensure that all checks issued against the Club's funds bear signatures from the following Officers only; President, Vice President or Treasurer.
- k. Serve as President in the absence of the President and Vice President, or serves as Vice President, in the absence of the Vice President, if holding office by election.
- l. Ensure financial records and accounts are held securely. Such information will not be released without the approval of the Board of Directors.
- m. Have the authority to expend Club funds as needed for Club purposes, subject to the applicable provision of the Bylaws.
- n. Be a signatory on all bank accounts.

**4. The Corporate Secretary shall:**

- a. Be an elected Officer and Director of the Club.
- b. Shall record the minutes of all regular meetings of the Board of Directors, as well as Special, Nominating and Annual Meeting.

- c. Prepare an Action List for presentation to the President regarding matters which were unresolved at the previous meeting, but which require further discussion or action(s);
- d. Maintain a current file of all official Club publications, Guides, Manuals, Rules, etc., to include the Articles of Incorporation and Bylaws. All amendments, changes and modifications thereto shall also be maintained. These documents shall be the Club's master files.
- e. Prepare and maintain files on all incoming and outgoing Club correspondence, and as required by the President or the Board of Directors. Ensures such correspondence is received, followed up on and monitored to conclusion.
- f. Serve as President in the absence of the President, Vice President and Treasurer, if holding office by election.
- g. Include an attendance and voting report as part of the minutes for each meeting. Such report will clearly indicate whether or not the absence of a Director or Officer at a properly called meeting was excused or not excused;
- h. Have the authority to expend funds for Club purposes, subject to applicable provisions of the Bylaws.

**5. The Membership Secretary shall:**

- a. Be an elected Officer and Director of the Club.
- b. Maintain current membership records and files to include the name, address, home and mobile telephone numbers, birthday and month, membership joining dates and e-mail addresses as provided, for all paid up members. Each joining person will be required to complete a Membership Application Form showing the above information. Assign a numerically sequential membership number to each new member paying annual dues in advance, or as may otherwise be required by the Board of Directors. A membership card showing this number shall be issued via email, in person, or sent by mail to each new member. In addition, each joining new member will receive a copy of the Club Rules, and upon request a copy of the Bylaws.
- c. Ensure that a joining person is eligible for membership i.e., age and/or suspension or revocation of membership.
- d. Inform members thirty (30) days prior to expiration of their membership that renewal is required.
- e. Delete from membership rolls those members whose annual dues are thirty (30) days or more in arrears. Membership numbers will not be reused or reissued unless the previous unpaid years are then paid for and the member is now current. At which point, member may choose to retain their membership number.
- f. Coordinate with the Hospitality Director to improve member participation in club functions and to expand the membership.
- g. Provide various services as needed: i.e., the monthly list of Birthdays for the front desk and for the email blast.
- h. Ensure Membership lists and any information concerning members is held confidential. Reports are to be distributed to board of members only, and for purposes that are club related in nature; Have the authority to expend funds for club purposes, subject to the applicable provisions of the Bylaws.
- i. Serve as President in the absence of the President, Vice President, Treasurer, and Corporate Secretary if holding office by election.
- j. Maintain the membership email account (gpsdcwcs.membership@gmail.com). Address any emails/concerns by members or potential members.



6. The **Hospitality Director** shall:
  - a. Be an elected Officer and Director of the Club.
  - b. Provide information about the Club activities to those requesting or requiring it. Arrange and provide flyers on all social activities and ensure they are adequately publicized on website and elsewhere, as deemed appropriate.
  - c. Assist all committees the Hospitality Director may form to foster a harmonious and friendly atmosphere in preparation of club sponsored functions. The committees will provide or arrange for entertainment, refreshments and decorations as may be required or directed by the Board of Directors.
  - d. Arrange for flowers, gifts and/or cards, as appropriate, for members who are hospitalized, incapacitated or for the loss of a family member or to the family of a deceased member;
  - e. Arrange for the sale of raffle tickets at Club functions, in conjunction with the Treasurer.
  - f. Shall arrange for the control of tickets sales for Club functions and non-club functions in conjunction with the Treasurer;
  - g. Be subject to the same conduct and disciplinary codes as if an appointed director but shall have no vote on club business;
  - h. Have the authority to expend funds for Club purposes, subject to applicable provisions of the Bylaws.
7. The **Sergeant-at-Arms/Parliamentarian** shall:
  - a. Be an elected Officer and Director of the Club;
  - b. Ensure order and decorum is maintained at all club functions including all club meetings;
  - c. Ensure that all persons participating in Club activities are authorized to participate.
  - d. Report all unseemly conduct and behavior by members and other persons at Club functions and meetings to the Board of Directors, or to the President, if circumstances are such as to preclude timely action by waiting to report to the Board.
  - e. Comply with the applicable provisions of the Guide to Disciplinary Actions as it pertains to this Office;
  - f. Act as procedural advisor to the Board of Directors at all regularly scheduled meetings and at all other meetings;
  - g. Upon request from any director or annual member, render procedural and policy opinions on all official publications of the Club, including proposed amendments or changes to such publications;
  - h. Advise the President and/or the Board, when in the opinion of the Parliamentarian, the Board has taken, or is about to take action, that is not in accord with the official Club Publication(s);
  - i. Serve as President in the absence of the President, Vice President, Treasurer, Corporate Secretary and Membership Secretary if holding office by election; Have the authority to expend funds for Club purposes, subject to applicable provisions of the Bylaws.
8. The **Dance Director** shall:
  - a. Be a Director of the Club.

- b. Arrange dance instruction for members and/or guests in the various levels and styles of Swing Dancing. The levels to be taught, and the times and places for these activities will be as determined by the Board of Directors.
- c. Ensure that special dance instruction workshops are published on the Website and/or email blast in advance, with Board of Directors approval.
- d. Ensure that such instruction incorporates the latest styles, steps and patterns so the classic purity of swing dancing with regards to beat, tempo and timing is maintained throughout the instruction.
- e. Be subject to the same conduct and disciplinary codes as if an appointed director but shall have no vote on club business.
- f. Have the authority to expend funds for Club purposes, subject to applicable provisions of the Bylaws.

9. The **Music Director** shall:

- a. Be a Director of the Club.
- b. Arrange, contract for and engage all music requirements at Club Functions.
- c. Establish and maintain a library of music. The music selected must be appropriate to Club purposes as well as for the enjoyment of members and will consist primarily, but not necessarily exclusively, of swing music.
- d. Maintain an accurate and updated inventory listing and be responsible for the safekeeping of all music equipment. Each newly appointed incumbent shall verify and sign for the equipment and library.
- e. Ensure the equipment is properly maintained and safely and securely stored.
- f. Funds for these purposes will be approved in advance by the Board of Directors.
- g. Coordinate with the Dance Director regarding the contest and lesson music.
- h. Be subject to the same conduct and disciplinary codes as if an appointed director Have the authority to expend funds for Club purposes, subject to applicable provisions of the Bylaws.

10. The **Public Relations Director** shall:

- a. Be nominated by the President at the first meeting of the full Board and approved by Board of Directors
- b. Be a Director of the Club.
- c. Promote the goals of the GPSDC.
- d. Assist the Board of Directors by obtaining corporate contributions and/or products by communicating with the news media and other entities to generate interest and promote the GPSDC.
- e. Assist the Webmaster/Media Manager (i.e. Facebook) as needed;
- f. Coordinate with club/event photographers to acquire/review promotion photos
- g. Be subject to the same conduct and disciplinary codes as if an appointed director but shall have no vote on club business.
- h. Have the authority to expend Club funds for Club purposes subject to applicable provisions of the Bylaws.

11. The **Web Master/Media Manager** shall:

- a. Is an optional position that will be nominated and under the supervision of the Public Relations Director. The public relations director may serve this purpose or may nominate an additional web master/media manager as needed.
- b. Be a committee under the direction of the Public Relations Director.
- c. Be responsible for development and administration of the club's web site and weekly email blast.
- d. Ensure the President has given approval for all website content prior to posting it for public viewing.
- e. Ensure the website is registered and the domain name(s) is maintained at all times.
- f. Develop appropriate website links. All website links must be approved by the Board prior to posting.
- g. Be subject to the same conduct and disciplinary codes as if an appointed director but shall have no vote on club business.
- h. Have the authority to expend funds for Club purposes, subject to applicable provisions of the Bylaws.

12. The **Convention Committee** shall:

Oversee the activities of the Club's annual 4th of July convention;

- a. Submit a budget to the Board of Directors for approval.
- b. Shall submit nominations, at the first meeting of the full Board of Directors, for new Convention Committee Members, a Convention Committee Head, and an Event Director to be approved by the Board of Directors. These positions are not required to be on the Board of Directors (although Board members can be appointed or asked to serve in these positions).
- c. The Head of the Convention Committee will be asked to serve for a minimum of 3 years in order to maintain continuity of event organization. In the event of needing to withdraw, it is the hope that the Head of the Convention Committee will recommend a replacement.
- d. The only position on the committee not nominated by existing committee members is the Club President. The President shall act as liaison between the Convention Committee and the Board of Directors but is not the Head of the Convention Committee and/or the Event Director unless voted as such by the committee and approved by the Board of Directors.
- e. Be subject to the same conduct and disciplinary codes as an appointed director but shall have no vote on club business (unless that member also has a relevant board position)
- f. May recommend to the board that GPSDC contract the event out in its entirety or for specific roles (ie. Event Director, Head DJ, etc). In this case, the Convention Committee shall interview and work on an agreeable contract to present to the board for approval and then act as liaison between the Board and any event director, organizer, manager, team or administrator approved by the Board to produce the 4th of July event.

13. **Ad Hoc Director (Immediate Past President)**

- a. The immediate past president, with current Board approval, may serve as an Ad Hoc Director and will assist in an as needed capacity. This is a non-voting position.

**Greater Phoenix Swing Dance Club**

# CLUB RULES

## As stated and amended July 17, 2021

These Club Rules are intended to complement the Bylaws. The Rules indicate acceptable standards of conduct and behavior and explain certain information and procedures in an informal manner. They have the same status and authority as the Bylaws. Any anomalies or inconsistencies are unintentional, and the Bylaws are always the final authority.

## INFORMATION AND PROCEDURES

### General

- a. We are a nonprofit social club whose members wish to enjoy and promote the style of dance called West Coast Swing.
- b. Dances are held weekly on Fridays, unless otherwise specified (i.e. location not available a certain week of the month, special Club dances, etc.). Dance lessons in West Coast Swing are held before regular dancing starts.
- c. We hold various competitive dance contests. Check the Club's email blast, website and/or Facebook for the date contests will be held or ask the Dance Director.
- d. As a tax-exempt nonprofit organization, we are not open to the general public. Through the use of passes, members are encouraged to extend invitations to others to attend our Friday night dance as a 24-hour member. All funds of the Club are spent for Club purposes only. The members of the Board of Directors volunteer their services, with the exception of free entrance to Club dances, as determined by the Board of Directors, and a ticket to the 4th of July Convention when the Club is conducting the Convention.
- e. All policies of the Club are made by the Board of Directors at the monthly board meetings. These meetings are published in the Club's email blast and website at least seven (7) days in advance. They may be announced at any Club function. All monthly board meetings or committee meetings are open to the Annual members.
- f. All Board meetings are open, and you are invited to attend and express your opinions on any part of the Club's operations and activities. One way to ensure that matters are brought to the attention of the Board is to submit your opinion in a letter and give your letter to a Board member. The letter may be included on the agenda to be discussed at a board meeting. All Board decisions and policies are initiated in good faith.
- g. All members are encouraged to assist in the efforts to make the Club successful. Such as participating in the operation of Club events, volunteering for committees and running for office.
- h. Board of Directors are elected at the Annual Meeting in July. The email blast and website advise you of the election date, nominees and voting procedures.
- i. The Club email blast goes out weekly. Please help make the information relevant and informative by sending in your stories, bulletins, reports or events, opinions, photographs, cartoons or anything that is swing dance or Club related.

### Music

The main purpose of the Club is to promote West Coast Swing dancing and, therefore, emphasis is placed on this kind of music. However, other types of music may be played at the discretion of the Music Director or designated DJ. Song requests should be directed to the DJ and all requests or comments to the Music Director. If you wish to add to the Club's library, please contact the Music Director.

## **Dance Lessons**

Beginner and Intermediate lessons are offered each week before the Friday dance. Members are strongly encouraged to take advantage of the beginner lessons until they are competent in all basic patterns and are proficient in leading or following, as applicable. Instructors in the intermediate lessons will assume these competencies and will not review basic concepts. By taking classes at the proper level, you will be able to learn and progress much quicker and enjoy the dance instead of becoming frustrated.

## **Publications**

In addition to these Rules, the Club has other guidelines and policies that provide a reference source for procedures. These are as follows:

- a. Bylaws
- b. Guide to Disciplinary Actions
- c. Guide to the Elections of Officers
- d. Treasurer's Manual
- e. Officers and Directors Job Description Manual
- f. Club Rules
- g. Any other guides and/or manuals which may be added.

## **Conduct**

- a. . If you must decline an invitation to dance, do so politely. Remember that you may end up sitting out a lot of dances if you say "no" too often. You may not recall the time you turned someone down, but chances are, they do. Everyone should be treated with courtesy at all times.
- b. Do not give unsolicited advice to other dance students on the dance floor. Most people attend dances to have fun. It is no fun to be criticized or corrected by your partner.
- c. Conduct such as drunkenness, foul language, discourtesy, improper advances or other antisocial behavior will be met with a polite but firm request to cease from the Sergeant-at-Arms or another Board of Director. The Sergeant-At-Arms or another Board of Director is also authorized to request the offending person(s) to leave the function. Other action may be taken as deemed appropriate. You are requested to comply with his/her request immediately. All rules and regulations of any facility hosting a Club function shall be respected.
- d. Good hygiene is an obvious part of social dancing, since we are in close proximity. However, it can sometimes be overlooked. Please keep the following in mind: Before dancing, ensure that you're practicing good personal hygiene (shower, deodorant, brush teeth, breath mints). You may want to abstain from foods with strong odors (i.e. garlic) and from cigarettes prior to a dance. Some people are irritated or allergic to strong scents, so be mindful in the application of perfume/cologne and smoking. Of course, strong body odor can also be offensive, so please be mindful of this also and don't forget the deodorant.

## **Membership**

- a. We have 5 types of members (see bylaws for descriptions):
  - a. Annual Members
  - b. Lifetime Members
  - c. Junior Members
  - d. Family Members
  - e. 24-Hour Members

- b. Membership in our Club is open to those who enjoy dancing and wish to dance or learn West Coast Swing.
- c. Membership dues are renewable each year by January 1st, however, a one (1) month grace period will be allowed before a member loses his/her privileges. New persons joining as Annual Members between September 1st and December 31st in any particular year pay through December 31st of the next year. The Board may also, at their discretion, offer other membership specials in order to increase membership in the Club.
- d. Members may be charged admission fees to Club events. 24-Hour Members are always charged more than annual members and are not necessarily invited to all functions.
- e. A Membership Kit will be given to each new member by the Membership Secretary. It will contain a Membership Card and the Club Rules. To request a laminated Membership Card, members must contact the Membership Secretary.

### **Dissemination of Written Material**

- a. All literature, such as flyers, handouts and publications, must be submitted to the President. If the President is not available, documents may be submitted to the Vice President for approval prior to distribution.
- b. Written petitions from members regarding Club matters for circulation at a Club function shall be submitted to the Board at a regular meeting in order to determine if the matter can be resolved. If a resolution is not possible, the petitions may be circulated to the members in accordance to the petition process (See Section 3) of the Bylaws.

## **Greater Phoenix Swing Dance Club**

# **CODE OF CONDUCT**

**As stated, and amended June 16, 2022**

This code of conduct is intended to complement the Bylaws. The code of conduct has the same status and authority as the Bylaws. Any anomalies or inconsistencies are unintentional, and the Bylaws are always the final authority.

We are a nonprofit social club whose members wish to enjoy and promote West Coast Swing. The members of the Board of Directors volunteer their services and all members are encouraged to assist in the efforts to make the Club successful and safe for everyone. Our dance community should be a fun, friendly place, where anyone and everyone can enjoy learning, dancing, and have a great time. This code of conduct is meant to outline some ways we can work together to keep everyone safe and happy. It also helps explain what is and isn't okay behavior. It talks a little about things any of us can do when someone's behavior is unacceptable or not safe for those around them, and some things we as a club might do to support a safe environment for everyone. This Code of Conduct was inspired and influenced by the Code of Conduct from Dance Jam Productions (<https://dancejamproductions.com/wp-content/uploads/2022/01/Code-of-conduct.pdf>) written by Dave Moldover and Kay Newhouse and some of the portions are a direct copy (prior approval was granted by Kay Newhouse on 01/05/2022).

**How to be popular and safe at GPSDC dance events & social dances:**

- **Be respectful of those around you on the dance floor.** If you bump into someone, apologize. If you hurt someone, apologize, and try to figure out how you can keep it from happening again (this might mean not dancing with them again or talking to your teacher).
- **Respect other people's boundaries.** Just because you see someone do something with someone else doesn't mean they will want to do it with you! This applies to everything from close dance holds to moves like dips, flirty conversations or just agreeing to dance. If you aren't sure of someone's boundaries, or can't tell from their nonverbal cues, then ask them. If you misjudge, and they ask you to stop, either verbally or nonverbally (such as with a facial expression or a body language cue), then stop.
- **Ask, and respond, respectfully.** People around here usually happily accept an invitation to dance, but it is also okay to say "no." If you decline an invitation to dance, please do so politely. If you are turned down for a dance, please respect that decision and find someone else to dance with instead. If at any point in a dance you feel uncomfortable or unsafe, you can tell your partner that you are uncomfortable, ask for any adjustments you need, or stop the dance before the song ends without explanation. Requests for your own safety and comfort are respectful of your partner as your ally in creating fun for everyone and are not the same as offering someone unsolicited feedback on their dance skills (which is generally considered rude). If you are often uncomfortable in dances or often the recipient of these kinds of requests for adjustments, you should consider reaching out to a teacher, GPSDC board member, or trusted ally for help.
- **Remember** that alcohol and other substances can make it harder to judge boundaries accurately; please be mindful of your limits so that you can be mindful of others.
- **Take classes at the appropriate level.** Members are strongly encouraged to take advantage of the beginner lessons until they are competent in all basic patterns. Instructors in the intermediate lessons will assume these competencies. By taking classes at the proper level, you will be able to learn and progress much quicker. Do not give unsolicited advice to other dancers during classes or social dancing.
- **Don't forget good hygiene.** Good hygiene can sometimes be overlooked. Some people are irritated or allergic to strong scents, so be mindful in the application of perfume/cologne and smoking. Of course, strong body odor can also be offensive, so please be mindful of this and don't forget the deodorant.

This environment is for everyone regardless of race, age, level of dance, sexual orientation, gender/gender identity, disability, physical appearance, religion, or anything else. We do not tolerate harassment or threats of any kind. Any situation which makes another person feel unsafe or uncomfortable to the point of being unable to enjoy the event is unacceptable and can be considered harassment. If you harass or threaten someone, you may be asked to leave.

### **What to do if you witness or are subjected to unacceptable or harassing behavior:**

Please watch out for each other and help us to take care of you. If you aren't sure if someone else is okay, please take a closer look: ask them for a dance to draw them away from the situation, or ask, in a friendly way, if they need help. If you are subjected to harassing behavior, notice that someone else is being subjected to unsafe or unacceptable behavior, or have other concerns along these lines, you can seek out any GPSDC board member, DJ, or instructor for help (you

can usually find us at a registration desk, DJ booth, on the dance floor, or you can ask hotel or venue staff to find us). We promise to listen and to treat you with respect and confidentiality.

**Consequences of unacceptable behavior:**

Anyone asked to stop unacceptable or harassing behavior is expected to do so immediately. Actions that compromise the safe and respectful environment of this event are not acceptable from any member of our community: attendees, teachers, judges, performers, volunteers, or staff. Depending on the severity, GPSDC's interventions in response to a problem may range from talking to the offending person and asking them to do or not do something, to asking them to leave the venue immediately without warning, compensation or refund. Those conversations or actions may take place in private if that seems appropriate to the situation. If you see additional problems after you or someone else spoke with us initially, we'd like to hear about them too. We want this to be a place everyone can enjoy. We are grateful for your help and commitment to making our dance community safe for everyone.